

## **COOP TRAINING SESSION #3: GENERAL QUESTIONS FOR DISCUSSION**

### **LEGAL:**

1. Are there emergency authorities granted to the Governor in the State Constitution or in State Statute?
2. If yes, has the Governor exercised these authorities in the past?
3. Relative to an influenza pandemic, what events might trigger a decision by the Governor to invoke these authorities?
4. Might the Governor have several levels of emergency to declare: e.g., Alert Phase Actions, Warning Phase Actions, Declaration of Emergency Actions?
5. What does the Governor need to know from each agency to enable her to make these decisions?
6. Do we have state contracts with providers that have emergency clauses in place today?
7. If yes, can the individual contracting agency or the state authority holding the contract invoke these clauses independent of the Governor?
8. If not, what will be the effect on existing contracts if the Governor elects to supersede them in an emergency?
9. Who can Agencies approach to get guidance on their individual contract situations?
10. Will there be any suspension of normal approvals (i.e., from SPRB, AG, OPM) and / or corresponding reductions in paperwork (i.e., lease letter vs. lease agreement)?
11. How will liability language in contracts be affected by a declared state emergency (i.e., protocol during an emergency, suspension or termination of a project, state not liable for claims/damages)?
12. What is the liability situation if state agencies use college or university premises during a declared emergency?
13. What legal liability does the state assume if it asks employees to work from home?

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### **HUMAN RESOURCES:**

1. Has a schedule been set for beginning discussions with the unions on COOP planning issues?
2. What protocols will be put in place to assure employees of their well-being, health and safety if they come to work?
3. Can supervisors send visibly ill employees home in order to reduce infecting other employees?
4. Who will be working together to plot out how we can prepare for emergency hiring in the event that is necessary?
5. Can agencies move employees into mission critical functions if those functions are down staff due to illness? What restrictions apply?
6. If the Governor declares a state of emergency, will that affect existing labor agreement policies relative to work location, job class, shifts, etc.?
7. What about Payroll:
  - a. Will it continue to be processed throughout the Pandemic? What contingencies have been made?
  - b. Should employees be urged to participate in the direct deposit program to protect them against a situation where no staff is available to hand out checks?
8. What about compensation:
  - a. Will existing rules regarding overtime pay vs. compensatory time be followed?
  - b. How will payroll work for agencies that have opted for "positive reporting" if staff to handle timekeeping is not available? Will they be converted to default schedules with "exception" reporting payment, which may be reconciled when staff is available again?
  - c. Will employees be compensated for mileage and travel time if they are assigned to work at other than their normal location?
  - d. How will the employee be compensated IF the worker is:
    - Sick but has no sick time remaining?
    - Well but the agency has decided to suspend the operation he/she performs?
    - Asked to work in a job class of higher or lower grade?
    - Asked to work when his/her peers are asked to stay home?
    - Asked to work a different schedule, overtime, etc.
7. What job requirements (training, certification, licensing) will remain in effect?
8. Will cross-training be considered a "normal work" request?
9. Can we look to provide staffing resources by:
  - a. Enabling staff to work from home? Using their equipment or state-provided technologies?
  - b. Approaching our retirees?
  - c. Asking other Agencies for their staff?
  - d. Looking to temporary agencies?
  - e. Rapid hiring of qualified folks?
9. What about CORE?
  - a. Will Core job aids be adequate for use by staff that does not have the CORE knowledge base?
  - b. How will we maintain internal controls if substitute staff is required to perform normally restricted tasks?

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### **FINANCE:**

1. Is there a fund available for Influenza Pandemic COOP preparation?
2. Is there a fund available for Influenza Pandemic COOP emergency response?
3. If yes, how should the agency seek monies from these funds? Will there be an expedited process?
4. Will approval waiver or clip level authorities be elevated? If so, under what circumstances?
5. Will there be a "fast path" to add contracts to enable sourcing diversification as part of the preparation effort, including Purchase Orders, Requisitions, etc. and the oversight of these processes by DAS / OPM / OSC / CHRO / DoIT?
6. How will the state protect itself from a pandemic-related failure of a single vendor for critical and essential functions and services? Have contingencies been made? Have the vendors certified their Pandemic Flu continuity capability? Have Memoranda of Understandings been executed?
7. What about CORE?
  - a. Have contingencies been made for normal Procurement and Payables transactions?
  - b. Will Core job aids be adequate for use by staff that does not have the CORE knowledge base?
  - c. How will we maintain internal controls if substitute staff is required to perform normally restricted tasks?
8. What about getting a contract (Purchase Orders, Requisitions, etc.) in place in an emergency? What about the oversight requirements for these contracts?
9. What if our finance folks are absent? Do we need to cross-train other staff members or will there be central support for these kinds of issues?
10. What guidelines can you give relative to stockpiling of critical resources?
11. Will the state provide warehousing for perishable or controlled materials?
12. If state building cafeterias and restaurants are closed but essential employees are required to work, what arrangements will be made to provide food for these employees?

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### **COMMUNICATIONS / COMMAND AND CONTROL:**

1. Who will be "in charge" if the state has a state-wide health crisis?
2. Who will be coordinating the execution of all the COOPs that we are developing now?
3. What will the coordinator want to know from each agency?
4. What help can the agency expect in a crisis?
5. What help will the agencies be expected to provide?
6. What technologies will support communication?
7. What if an agency has a need for additional premises security?
8. How should the agencies approach DoIT if they want at home access?
9. How can employees be granted "fast path" security authorization if regular authorized staff is not available?
10. Can agencies request employees work from home? If so, will the state provide the equipment and technologies needed or expect employees to use their own? How will confidential information be protected and essential record-keeping be maintained.
11. What will be the process for communication with other agencies, other Government agencies, etc.?